

personnel requisition form (original goes to position file); **5)** recruiter notes showing dates applications were sent to the department and special tracking efforts where initiated; **6)** posthire documentation; **7)** copies of follow-up letters; **8)** 06 letter-requisition history completion report; **9)** completed Applicant Summary Worksheet; **10)** completed Referral Source Worksheet.



Human Resource Services (MU)
University of Missouri-Columbia

130 Heinkel, 201 South 7th Street • Columbia, MO 65211 • Telephone (314) 882-7976 • Fax [314] 882-9975

April 15, 1996

Minorities in Communication
Div of Assoc. for Ed in Journalism
& Mass Communication
1621 College Street
Columbia, SC 29208

**[ANNOUNCEMENT COVER
LETTER FOR MINORITY
MAILING LIST FOR JUST ONE
POSITION]**

Dear Placement Coordinator:

We currently have a job opening at KOMU-TV. This position requires a variety of abilities and skills. Because the University of Missouri is an equal opportunity employer, we encourage members of minority groups and women to apply for this position. Any assistance you could give us in helping to identify qualified candidates will be greatly appreciated.

To help potential candidates determine their interest in this position, I have enclosed a copy of the job description. This description outlines the job responsibilities and the minimum qualifications of the position. Please encourage anyone wishing to be considered for this position to forward a resume to me at the above address or fax information to me as soon as possible.

If at any time you become aware of any qualified candidates who may be interested in working in the field of broadcasting, please refer them to me. Also, if you know of any other organization which may be of assistance in our equal employment opportunity effort, please advise me of its name and address.

Thank you in advance for your assistance.

Sincerely,

Margaret Spiers
Human Resource Specialist

(Attachment 1A)



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University of Missouri-Columbia

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April 15, 1996

Minorities In Communication
Div of Assoc. for Ed in Journalism
& Mass Communication
1621 College Street
Columbia, SC 29208

**[ANNOUNCEMENT COVER
LETTER FOR MINORITY
MAILING LIST FOR MORE
THAN ONE POSITION]**

Dear Placement Coordinator:

We currently have job openings at KOMU-TV. These positions require a variety of abilities and skills. Because the University of Missouri is an equal opportunity employer, we encourage members of minority groups and women to apply for these positions. Any assistance you could give us in helping to identify qualified candidates will be greatly appreciated.

To help potential candidates determine their interest in these positions, I have enclosed copies of our vacancy notices. These notices outline the job responsibilities and the minimum qualifications of these positions. Please encourage anyone wishing to be considered for these positions to forward a resume to me at the above address as soon as possible.

If at any time you become aware of any qualified candidates who may be interested in working in the field of broadcasting, please refer them to me. Also, if you know of any other organization which may be of assistance in our equal employment opportunity effort, please advise me of its name and address.

Thank you in advance for your assistance.

Sincerely,

Margaret Spiers
Human Resource Specialist

(Attachment 1B)



**Human Resource Services (MU)
University of Missouri-Columbia**

130 Heinkel, 201 South 7th Street • Columbia, MO 65211 • Telephone (314) 882-7976 • Fax [314] 882-9975

April 15, 1996

Ms. Connie F. Douglas
Board of Probation and Parole
400 Wilkes Blvd.
Columbia, MO 65201-4320

**[ANNOUNCEMENT COVER
LETTER FOR
ORGANIZATION/SCHOOL
CONTACTS]**

Dear Ms. Douglas:

We currently notify you of job opportunity throughout our campus by sending you a weekly vacancy list. Periodically this list includes job openings at KOMU-TV/KBIA-FM. These positions require a variety of abilities and skills. Because the University of Missouri is an equal opportunity employer, we encourage members of minority groups and women to apply for these positions.

Attached please find additional information about our current vacancies at KOMU-TV. Please post or circulate them for potential applicants. Any assistance you could give us in helping to identify qualified candidates will be greatly appreciated.

If you are aware of any qualified candidates who may be interested in working in the field of broadcasting, please refer them to me at any time. Also, if you know of any other organization which may be of assistance in our equal employment opportunity effort, please advise me of its name and address.

Thank you in advance for your assistance.

Sincerely,

Margaret Spiers
Human Resource Specialist

(Attachment 2)



Human Resource Services (MU)
University of Missouri-Columbia

130 Heinkel, 201 South 7th Street • Columbia, MO 65211 • Telephone (573) 882-7976 • Fax [573] 882-9975

April 15, 1996

**[FOLLOWUP LETTER TO THE APPLICANT
WITH INCOMPLETE EEO INFORMATION]**

Dear _____,

Thank you for sending a [resume][application] for consideration for employment at the University. The Federal Communications Commission ("FCC") requires that we collect certain information from applicants for positions at KOMU-TV and KBIA-FM.

Please complete the enclosed Data Form and return it in the self-addressed, stamped envelope.

Submission of this information is voluntary, and the information will not be used in evaluating your job application. The individual data will not be shared with those responsible for the hiring decision. If you are hired, the data will not become a part of your personnel file. The information will only be used for determining whether efforts to recruit minority and female job applicants are effective, and for complying with federal reporting requirements.

Thank you for your cooperation.

The University of Missouri is an Equal Opportunity Employer.

Sincerely,

Human Resource Specialist

(Attachment 3A)

EEO DATA FORM**[FOLLOWUP DATA
FORM (A) REFERRAL
SOURCE ONLY]**

The data requested by this form will assist us in complying with equal employment opportunity obligations. This form will be maintained in a file separate from your resume and/or employment application. The information you provide on this form will not be available to the person who evaluates your employment application, and will not be used in any way in determining whether to offer you employment.

NAME: _____

DATE: _____

POSITION FOR WHICH YOU ARE APPLYING: _____

PLEASE IDENTIFY THE SPECIFIC SOURCE OR SOURCES FROM WHICH YOU
LEARNED ABOUT THE JOB FOR WHICH YOU ARE APPLYING:

EMPLOYMENT**OPPORTUNITY LIST:**

- ☐ Human Resource Services Office (VL)
- ☐ Job Line (JL)
- ☐ World Wide Webb (WW)

**AGENCIES/PROFESSIONAL
ORGANIZATION:**

- ☐ American Women in Radio/TV (AW)
- ☐ Board of Probation & Parole (PP)
- ☐ Black-owned Broadcaster's Assoc. (BO)
- ☐ Black Culture Center-Columbia (BS)
- ☐ Columbia Vocational Office (CV)
- ☐ Columbia Housing Authority (CO)
- ☐ Div of Vocational Rehab-Columbia (2P)
- ☐ Div of Employment-Columbia (2Z)
- ☐ Div of Asso for Ed in Journalism-SC ()
- ☐ Delta Center-Portageville (DC)
- ☐ MO Division of Job Develop & Trng. (JD)
- ☐ MO River Regional Library (MR)
- ☐ MO Div of Employment-Jeff City (1Y)
- ☐ Nichols Career Center-Jeff City (NI)
- ☐ National Assoc of Black Journalists (NB)
- ☐ Private Industry Council-Columbia (PI)
- ☐ Radio/TV News Director's Assoc. (RA)
- ☐ State Equal Employment Opportunity (EQ)
- ☐ Service for Indep Living-Columbia (IL)
- ☐ The Impact Group Career-St. Louis ()
- ☐ The Job Center-Columbia (JO)
- ☐ Veterans Asst Comm-Edwardsville, IL (VA)
- ☐ Youth Employ Prog Coord-Columbia ()

SCHOOLS:

- ☐ Boonslick Area Vocational School (BA)
- ☐ Devry Institute of Tech-Kansas City (DI)
- ☐ Hickman High School (HH)
- ☐ Howard University-DC (8W)
- ☐ Linn Technical School-Linn (LT)
- ☐ Lincoln University-Jeff City (6Z)
- ☐ Moberly Area Comm. College ()
- ☐ Moberly Junior College ()
- ☐ Mississippi State University (MS)
- ☐ Mexico Area Vocational Tech (MA)
- ☐ Metro Business College-Jeff City (MB)
- ☐ Northwest MO State Univ-Maryville (NW)
- ☐ Phillips Junior College-Springfield (PJ)
- ☐ Stephens College-Columbia (3S)
- ☐ Southeast MO State Univ-Cape Gerardeau (SE)
- ☐ University of MO-Kansas City (4O)
- ☐ University of MO-St. Louis (4J)
- ☐ Westminster College-Fulton (WC)

NEWSPAPER/MEDIA:

- ☐ Columbia Daily Tribune (CT)
- ☐ Columbia Missourian ()
- ☐ Jefferson City Tribune (JC)
- ☐ Kansas City Star (KC)
- ☐ Rolla Daily News ()
- ☐ Springfield News Leader (SO)
- ☐ St. Louis Post Dispatch (SL)
- ☐ Others (explain) _____

(Attachment 3B)

EEO DATA FORM**[FOLLOWUP DATA
FORM (B) REFERRAL
SOURCE/EEO]**

The data requested by this form will assist us in complying with equal employment opportunity obligations. This form will be maintained in a file separate from your resume and/or employment application. The information you provide on this form will not be available to the person who evaluates your employment application, and will not be used in any way in determining whether to offer you employment.

NAME: _____

DATE: _____

POSITION FOR WHICH YOU ARE APPLYING: _____

**RACE/
NATIONAL ORIGIN:**
(check one)

- ☐ American Indian or Alaska Native
☐ Asian or Pacific Islander
☐ Black (not Hispanic Origin)
☐ Hispanic
☐ White (not or Hispanic Origin)

SEX: **Female** **Male**
(circle one)

**EMPLOYMENT
OPPORTUNITY LIST:**

- ☐ Human Resource Services Office (VL)
☐ Job Line ()
☐ World Wide Webb (WW)

**AGENCIES/PROFESSIONAL
ORGANIZATION:**

- ☐ American Women in Radio/TV (AW)
☐ Board of Probation & Parole (PP)
☐ Black-owned Broadcaster's Assoc. (BO)
☐ Black Culture Center-Columbia (BS)
☐ Columbia Vocational Office (CV)
☐ Columbia Housing Authority (CO)
☐ Div of Vocational Rehab-Columbia (2P)
☐ Div of Employment-Columbia (2Z)
☐ Div of Asso for Ed in Journalism-SC ()
☐ Delta Center-Portageville (DC)
☐ MO Division of Job Develop & Trng. (JD)
☐ MO River Regional Library (MR)
☐ MO Div of Employment-Jeff City (1Y)
☐ Nichols Career Center-Jeff City (NI)
☐ National Assoc of Black Journalists (NB)
☐ Private Industry Council-Columbia (PI)
☐ Radio/TV News Director's Assoc. (RA)
☐ State Equal Employment Opportunity (EQ)
☐ Service for Indep Living-Columbia (IL)
☐ The Impact Group Career-St. Louis ()
☐ The Job Center-Columbia (JO)
☐ Veterans Asst Comm-Edwardsville IL (VA)
☐ Youth Employ Prog Coord-Columbia ()

SCHOOLS:

- ☐ Boonslick Area Vocational School (BA)
☐ Devry Institute of Tech-Kansas City (DI)
☐ Hickman High School (HH)
☐ Howard University-DC (8W)
☐ Linn Technical School-Linn (LT)
☐ Lincoln University-Jeff City (6Z)
☐ Moberly Area Comm. College ()
☐ Moberly Junior College ()
☐ Mississippi State University (MS)
☐ Mexico Area Vocational Tech (MA)
☐ Metro Business College-Jeff City (MB)
☐ Northwest MO State Univ-Maryville (NW)
☐ Phillips Junior College-Springfield (PJ)
☐ Stephens College-Columbia (3S)
☐ Southeast MO State Univ-Cape Gerardeau (SE)
☐ University of MO-Kansas City (4O)
☐ University of MO-St. Louis (4J)
☐ Westminster College-Fulton (WC)

NEWSPAPER/MEDIA:

- ☐ Columbia Daily Tribune (CT)
☐ Columbia Missourian ()
☐ Jefferson City Tribune (JC)
☐ Kansas City Star (KC)
☐ Rolla Daily News ()
☐ Springfield News Leader (SO)
☐ St. Louis Post Dispatch (SL)
☐ Others (explain) _____

(Attachment 3C)

APPLICANT SUMMARY WORKSHEET

Page ____ of ____

Job Title: _____ Start Date of Recruitment: _____

Job Status (circle one): Full-Time Part-Time Date Job Filled: _____

FCC Form 395-B Job Classification (circle one):

Official/Manager Professional Technician Sales Worker
Office/Clerical Craft Worker Operative Laborer Service Worker

Name of Applicant	Name of Referral Source	Race/ National Origin	Male/ Female	Interviewed? No/Yes/Date
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1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

TOTAL APPLICANTS: ____ %Female: ____ %Minority: ____ TOTAL INTERVIEWEES: ____ %Female: ____ %Minority: ____

%Black: ____ %American Indian/Alaskan Native: ____ %Black: ____ %American Indian/Alaskan Native: ____

%Asian/Pacific Islander: ____ %Hispanic: ____ %Asian/Pacific Islander: ____ %Hispanic: ____

REFERRAL SOURCE SUMMARY WORKSHEET

Page 1 of 4

Job Title: _____

Start Date of Recruitment: _____

Job Status (circle one): Full-Time Part-Time

Date Job Filled: _____

FCC Form 395-B Job Classification (circle one):

Official/Manager

Professional

Technician

Sales Worker

Office/Clerical

Craft Worker

Operative

Laborer

Service Worker

Name of
Referral
SourceDate/
Method
ContactedTotal
Number of
ReferralsNumber of Minority Referrals
(Indicate Race/National Origin)
(e.g., 1 Black, 2 Hispanic)Number of
Female
Referrals1. UMC Employment Opport. List2. Columbia Vocational Office3. Div of Vocational Rehab4. Div of Employment-Columbia5. MO Div of Job Dev & Trng6. MO River Regional Lab7. Moberly Area Comm College8. Nichols Career Center9. Phillips Junior College10. Private Industry Council

REFERRAL SOURCE SUMMARY WORKSHEET
Supplemental Sheet

Page 2 of 4

Job Title: _____

Name of Referral Source	Date/ Method Contacted	Total Number of Referrals	Number of Minority Referrals (Indicate Race/National Origin) (e.g., 1 Black, 2 Hispanic)	Number of Female Referrals
1. State Equal Emplpy Opprt				
2. Stephens College				
3. Univ of MO-Kansas City				
4. Univ of MO-St. Louis				
5. Columbia Housing Authority				
6. The Impact Group Career				
7. Howard University DC				
8. Southeast MO State Univ.				
9. Veterans Asst Comm.				
10. Westminster College				
11. Service for Indep. Living				
12. Northwest MO State Univ.				
13. Devry Inst. of Tech.				

REFERRAL SOURCE SUMMARY WORKSHEET
Supplemental Sheet

Page 3 of 4

Job Title: _____

	Name of Referral Source	Date/ Method Contacted	Total Number of Referrals	Number of Minority Referrals (Indicate Race/National Origin) (e.g., 1 Black, 2 Hispanic)	Number of Female Referrals
1.	The Job Center, Columbia				
2.	Mississippi State Univ.				
3.	Delta Center, Portageville				
4.	Moberly Junior College				
5.	Mexico Area Vo-Tech				
6.	Metro Business College				
7.	Boonslick Area Voc School				
8.	Youth Empl Prog Coord.				
9.	Hickman High School				
10.	Linn Technical School				
11.	Board of Probation & Parole				
12.	Div of Assoc for Ed in Journ.				
13.	Black-Owned Broadcasters' Asso.				

REFERRAL SOURCE SUMMARY WORKSHEET
Supplemental Sheet

Page 4 of 4

Job Title: _____

Name of Referral Source	Date/ Method Contacted	Total Number of Referrals	Number of Minority Referrals (Indicate Race/National Origin) (e.g., 1 Black, 2 Hispanic)	Number of Female Referrals
1. American Women in Radio/TV				
2. National Asso of Black Journ.				
3. Radio/TV News Dir Assoc.				
4. Black Culture Ctr, UMC				
5. Placement Office, Lincoln Univ.				
6. MO Div of Employ-Jeff City				
7. Columbia Missourian				
8. St. Louis Post Dispatch				
9. Kansas City Star				
10. Jefferson City Tribune				
11. Rolla				
12. Springfield News Leader				
13. Columbia Daily Tribune				

CERTIFICATE OF SERVICE

I, Margie Sutton Chew, hereby certify that copies of the foregoing **"COMMENTS OF THE CURATORS OF THE UNIVERSITY OF MISSOURI"** served via hand-delivery on this 11th day of July, 1996, to the following:


William F. Caton
Secretary
Federal Communications Commission
1919 M Street, NW, Room 222
Washington, DC 20554

Chairman Reed E. Hundt
Federal Communications Commission
1919 M Street, NW, Room 814
Washington, DC 20554

Commissioner James H. Quello
Federal Communications Commission
1919 M Street, NW, Room 802
Washington, DC 20554

Commissioner Rachelle B. Chong
Federal Communications Commission
1919 M Street, NW, Room 844
Washington, DC 20554

Commissioner Susan Ness
Federal Communications Commission
1919 M Street, NW, Room 832
Washington, DC 20554


Margie S. Chew